



REPLY TO  
ATTENTION OF

DEPARTMENT OF THE ARMY  
UNITED STATES ARMY DRILL SERGEANT ACADEMY  
9574 MARION AVENUE  
FORT JACKSON, SC 29207-5400

ATMT-DS-XO

29 June 2015

MEMORANDUM FOR

Command Sergeant Major, 108<sup>th</sup> Training Command, Charlotte, NC  
Command Sergeant Major, U.S. Army Training Center, Fort Jackson, SC  
Command Sergeant Major, U.S. Army Training Center, Fort Benning, GA  
Command Sergeant Major, U.S. Army Training Center, Fort Sill, OK  
Command Sergeant Major, U.S. Army Training Center, Fort Leonard Wood, MO

SUBJECT: Open Interview Memorandum of Instruction (MOI) for Drill Sergeant Leader and AIT Platoon Sergeant Leader Assessment and Selections, 21 – 23 July 2015

1. REFERENCES.

a. TRADOC TASKORD IN130442-Drill Sergeant Leader (DSL) Certification Requirements.

b. TRADOC Regulation 350-16, Drill Sergeant and Advanced Individual Training Platoon Sergeant Programs.

2. BACKGROUND. Per the referenced TRADOC TASKORD, The United States Army Drill Sergeant Academy requires 69 Drill Sergeant Leader instructors in order to conduct its mission.

3. PURPOSE. The United States Army Drill Sergeant Academy will conduct open interviews during the week of 21-23 July 2015 in order to assess and select Drill Sergeants and AIT Platoon Sergeants to become Drill Sergeant Leaders and AIT Platoon Sergeant Leaders.

4. REQUIREMENTS PER ATC.

- a. Fort Jackson—Required 23; Assigned 13; Losses 4; **Need 17 DSLs**
- b. Fort Benning—Required 20; Assigned 7; Gaining 2; **Need 11 DSLs**
- c. Fort Leonard Wood—Required 16; Assigned 10; Losing 3; **Need 9 DSLs**
- d. Fort Sill—Required 10; Assigned 7; Losing 1; **Need 4 DSLs**

ATMT-DS-XO

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e. 108<sup>th</sup> TC (AGR)—Required 8; Assigned 5; Losing 1; **Need 4 DSLs**

f. 108<sup>th</sup> TC (TPU)—Required 14; Assigned 7; Losing 2; **Need 9 DSLs**

5. ELIGIBILITY. The following criteria apply to candidates:

a. Be in the rank of SSG or SFC.

b. Have upon assignment to the Drill Sergeant Academy 12 months but not more than 20 months (if USAR, minimum of two Annual Training periods) of successful service in an IET environment with no record of disciplinary action.

c. Pass the APFT with a minimum standard score of 210 with 70 points in each event.

6. NOMINATION PACKET. Brigades will submit nomination packets for their candidates via digital copy to the US Army Drill Sergeant Academy S-1, MSG Koahou at [sonny.a.koahou.mil@mail.mil](mailto:sonny.a.koahou.mil@mail.mil). Please include expected day of arrival in your email. Packets should be submitted no later than 15 July 2015. Each packet will consist of the following items in the order listed:

a. Department of the Army Photograph

b. Biography (one page)

c. Last three (3) NCOERs

d. Enlisted Records Brief (ERB) (full version not a board ERB) or 2A/2-1 for Reserve Component (RC)

e. Letter of Recommendation (LOR) from Battalion or Brigade CSM

f. DA FORM 1059 from Drill Sergeant Course

g. DA FORM 705 (within 90-days)

h. DA FORM 5500/5501 if applicable

i. All candidates must hold a secret security clearance or be eligible to receive one.

j. USAR personnel – have in their possession a copy of DA Form 4651 signed by commander

7. UNIFORM REQUIREMENTS. The uniform requirements during the selection process are as follows:

ATMT-DS-XO

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- a. Candidates will wear the Army Combat Uniform during the interview.
- b. The seasonal physical fitness uniform with reflective vest will be worn for the APFT.

#### 8. SCHEDULE OF EVENTS.

a. Interviews and assessments will be conducted on 22 and 23 July. Candidates will arrive the day prior to their expected day of interview and report to Hyman Hall, United States Army Drill Sergeant Academy Headquarters, for in-brief at 1630. Monday 21 July is a report date only; no interviews will be conducted on this day.

b. Candidates will take the APFT the following morning. The assessment day schedule (22 and 23 July) is as follows:

0500 – 0530 report/accountability  
0530 – 0730 APFT and HT/WT  
0730 – 0900 personal hygiene/chow/movement to interview site  
0830 – 1200 interview process  
1200 – 1300 lunch  
1300 – 1600 interview process cont'd  
1600 – 1630 out-brief

c. Interviews will be conducted in a panel format consisting of five members of the senior leadership of the U.S. Army Drill Sergeant Academy. Areas of assessment will include the following: oral expression; stability; knowledge and experience; achievement; team player attributes/sociability; military bearing/career outlook.

9. Funding and orders provided through DTS by Candidates' home unit. Lodging and meals are provided and directed.

10. Point of contact for this memorandum and board is MSG Sonny Koahou, at, [sonny.a.koahou.mil@mail.mil](mailto:sonny.a.koahou.mil@mail.mil), office phone (803) 751-6699.

6/29/2015

**X** Edward Roderiques

Edward Roderiques  
Deputy Commandant

Signed by: RODERIKUES.EDWARD.JR.1008765525

Encl

1. Recommend to Interview Matrix

EDWARD RODERIKUES, JR.  
SGM, USA  
Deputy Commandant